



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**CLOSED SESSION – 6:00 P.M.**  
**REGULAR MEETING – 6:30 P.M.**  
**TUESDAY, MARCH 1, 2016**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

*WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:**

- 1) 2016/0301.01 - **EMPLOYEE NEGOTIATIONS – Conference with Labor Negotiator**  
City's Labor Negotiator: Kyle Knopp, City Manager  
Employee Organizations: Rio Dell Employees Association, Rio Dell  
Police Officers Association and all Contract Employees  
(Pursuant to Gov't Code Section 54957.6)

**D. PUBLIC COMMENT REGARDING CLOSED SESSION**

**E. RECESS INTO CLOSED SESSION**

**F. RECONVENUE INTO OPEN SESSION – 6:30 P.M.**

**G. ORAL ANNOUNCEMENTS**

**H. PLEDGE OF ALLEGIANCE**

**I. CEREMONIAL MATTERS**

## J. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

## K. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2016/0301.02 - Approve Minutes of the February 16, 2016 Regular Meeting (**ACTION**) 1

## L. ITEMS REMOVED FROM THE CONSENT CALENDAR

## M. SPECIAL PRESENTATIONS/STUDY SESSIONS

- 1) 2016/0301.03 - Presentation/Update from GHD Engineering on Metropolitan Wells Project, Drainage Grants, and Water Infrastructure and authorize City Manager to sign Scope of Services for Drinking Water Infrastructure Improvement Funding, Planning and Design Project  
(**DISCUSSION/POSSIBLE ACTION**) 12

## N. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2016/0301.04 - Discuss and provide staff direction on amendment to Chapter 2.60.020 of the Rio Dell Municipal Code to include Alternate Membership on the Rio Dell Planning Commission  
(**DISCUSSION/POSSIBLE ACTION**) 30

## O. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2016/0301.05 - Approve Resolution No. 1289-2016 Establishing a Master Fee Schedule (**DISCUSSION/POSSIBLE ACTION**) 32

## P. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director
4. Community Development Director

## Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

*The next regular meeting will be on March 15, 2016  
at 6:30 p.m. in City Hall Council Chambers*

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
FEBRUARY 16, 2016  
MINUTES**

The regular meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Wilson.

**ROLL CALL:**      Present:      Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Marks and Thompson

                         Absent:      Councilmember Garnes (excused)

                         Others Present:      City Manager Knopp, Finance Director Woodcox, Chief of Police Hill, Wastewater Superintendent Chicora and City Clerk Dunham

                         Absent:      Community Development Director Caldwell and Water/Roadways Superintendent Jensen (excused)

**CEREMONIAL MATTERS**

Proclamation in Recognition of Engineer's Week February 21-27<sup>th</sup>

Mayor Wilson read the proclamation declaring the week of February 21, 2016 as Engineer's Week in the City of Rio Dell. Cody Long was present to accept the proclamation on behalf of the American Society of Civil Engineers (ASCE) North Coast Branch. He thanked the City Council and said the purpose of the proclamation is to bring awareness to the community and encourage youth to be interested in math, science and engineering.

**PUBLIC PRESENTATIONS**

**Nick Angeloff** provided a brief update on the Chamber of Commerce meeting and said they did an annual review and their income seems to be stabilizing and said they may have a potential new client coming into the Chamber office as part of the business stimulator program.

He also stated that he had just returned from a business trip to Washington, D.C. and that there is a lot of interest in the region and that he had a good dinner with some Chinese clients. He said rest assured, Rio Dell is at the center of discussions in promoting economic development opportunities for the community.

**CONSENT CALENDAR**

Mayor Pro Tem Johnson asked that Item 2016/0216.03, appointments to the Rio Dell Planning Commission, be removed from the consent calendar for separate discussion.

Motion was made by Marks/Thompson to approve the consent calendar including approval of minutes of the February 2, 2016 regular meeting. Motion carried 4-0.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

Approve Appointment of Nick Angeloff, Billy Joe Long, and R. L. "Bud" Leonard to the Rio Dell Planning Commission for terms expiring December 31, 2018

Mayor Pro Tem Johnson stated that he has given a lot of thought regarding the appointments to the Planning Commission and the availability of one of the former commissioners. He said he went back through Planning Commission packets over the past year and there were several absences; primarily Bud Leonard.

Nick Angeloff, Planning Commission Chairperson stated that although Bud Leonard is getting up there in age and his health isn't great, he is a good person to have on the Commission because of his institutional knowledge of the City and scale of thought. He agreed that he was probably more absent than not since his appointment to the Commission (September, 2014) but when he is present he gives a steady force to the Commission. He added that the best argument he can give on his behalf is that there have been three commissioners that are consistently in attendance. He said Bud has served the City for many years as a Councilmember and Planning Commissioner and he personally likes the opportunity to be able to tap into his wealth of knowledge.

Mayor Pro Tem Johnson clarified that it is not his intent to disqualify him as a Commissioner but to consider the idea of perhaps establishing an alternate position on the Commission.

Nick said he is not opposed to the idea but it is difficult to get citizens interested in serving.

Mayor Wilson questioned the possibility of him attending meetings remotely, perhaps through Skype.

Nick noted the difficulty with that has to do with Brown Act requirements related to 72 hour noticing and allowing the public access to the remote location.

The consensus of the Council was to have the City Clerk research the idea of establishing an alternate position to see if it is a viable option.

Mayor Wilson called for public comment on the subject.

Richard Newman agreed with Nick and noted that Bud has volunteered his service to the City for many years and suggested the other commissioners be involved in the decision.

Motion was made by Johnson/Thompson to approve the appointment of Nick Angeloff, Billy Joe Long and R. L. "Bud" Leonard to the Rio Dell Planning Commission for terms expiring December 31, 2018, directing the City Clerk to research the code and other jurisdictions regarding appointment of alternates on Planning Commissions. Motion carried 4-0.

#### **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

##### Scope of Services for Contract with Rio Dell-Scotia Chamber of Commerce

City Manager Knopp provided a staff report and said at the January 19, 2016 meeting, the Council tentatively approved an allocation of \$2,000 from current appropriations budgeted for economic development to the Chamber of Commerce, contingent upon staff coming back to Council with a proposal for Council approval that outlines how the funds will be spent.

He said the Chamber submitted a proposed scope of services to cover a 6 month period which includes the following economic development strategies:

- Organize and implement quarterly economic development meetings to include the City, the Chamber, business entities, educational representatives, and provide the City staff and Council with the results of these meetings.
- Coordinate marketing for events held in Rio Dell such as Wildwood Days and Arts Brew and Barbeque with the Chamber and the City.
- Attend various regional and statewide economic development functions representing the City and reporting back to staff and Council.

City Manager Knopp reported that he also added the following two items to the proposed scope:

- The Chamber will provide weekly updates to the events calendar for the City, including the calendar on the City's new website.
- Upon request, the Chamber will secure paid advertisers for the City's economic development materials, including but not limited to the brochure and map currently in development known as the "opportunity roadmap."

He said the agreement would also allow the City access to financial documents and reports of the Chamber and with the expectation there would be a final report presented at the end of the 6 month agreement. He noted that this proposal would clearly be a trial run that may or may not lead to a continued arrangement with the Chamber.

City Manager Knopp said that staff's recommendation is to move forward and direct staff to draft a contract for approval.

Mayor Pro Tem Johnson asked if the Chamber would be hiring someone to complete the tasks identified in the proposed scope of services.

Nick Angeloff, Rio Dell-Scotia Chamber of Commerce President commented that for \$2,000 they obviously would not be able to hire additional staff and said they currently have a staff person working one day a week who would likely be the person updating the website calendar. He indicated that a majority of the work would be done by Chamber volunteers. He added that he regularly attends economic development meetings and is already promoting Rio Dell; this will help to continue those efforts and result in a collaborative effort in the end.

Councilmember Johnson questioned the billing/payment of the \$2,000; assuming payment of \$400.00 over the next five (5) months to the Chamber for their services.

Nick Angeloff suggested a monthly or even a quarterly billing.

City Manager Knopp commented that the agreement will expand over six (6) months so there will likely be six equal monthly payments.

Motion was made by Johnson/Marks to approve the scope of services for the Chamber of Commerce and authorize the City Manager to execute the agreement. Motion carried 4-0.

#### Direction on Application for Measure Z Funding

City Manager Knopp provided a staff report and said the City was successful last year in securing \$35,569 in Measure Z grant funding for clerical support in the Police Department which has been a tremendous benefit to the City. He said the support, provided through the Finance Department, not only provided clerical support to the Police Department, it also focused on code enforcement, resulting in a more consistent enforcement of complaints received by the City.

He said the deadline for submittal of applications for FY 2016-2017 Measure Z funding is February 19, 2016. This year, staff is proposing submission of two (2) funding requests. The first request is the extension of the current part-time clerical position in the police department for an estimated amount of \$33,648.96; the second request is to fund a full-time Community Services Officer (CSO) position with full benefits in the amount of \$73,324.92. He said the position will support police services and focus on code enforcement and animal control which will allow officers to spend more time in the field. The total request for the two proposals is \$106,973.88.

Staff commented that utilizing finance department staff in the police department is not a long term viable solution so that arrangement will be terminating and the City is currently recruiting to fill that part-time position.

City Manager Knopp pointed out that code enforcement is a direct tie to economic development and in order to be successful in promoting economic development, Rio Dell has to be an inviting place to want to live and/or invest in. As such, a Community Services Officer is a crucial link in making that happen.

Other ideas included funding for vehicles or equipment or funds to clean up the illegal dumping site on Monument Road.

Councilmember Thompson questioned the idea of funds for the illegal dumping and said Humboldt Waste Management Authority (HWMA) already paid \$35,000 to clean up the illegal dumping on Monument Road.

Regarding the Community Services Officer, he asked what the chances are of filling the position knowing that there is the possibility that the position may only be funded for one (1) year.

City Manager Knopp noted that there is that risk and any potential candidate will need to be informed of that. He commented that he believes one of the local jurisdictions have downsized their CSO staff so there is the possibility of filling the position with a trained CSO.

Mayor Pro Tem Johnson said he liked the application as proposed and said he would think the \$35,000 would get approved because of the success with this year's program.

Mayor Wilson asked how a CSO compares to a regular sworn officer.

Chief Hill explained the pay scale for a Community Services Officer is substantially less than a sworn police officer as well as the duties and responsibilities. He said they basically perform general duties in a non-sworn capacity of Police Department operations including community policing, records, front-desk and investigations.

Motion was made by Johnson/Thompson to approve staff's recommendation and authorize the City Manager to submit the application for Measure Z funding to the Humboldt County Citizens' Advisory Committee. Motion carried 4-0.

Approval of Proposed Website Redesign and Authorizing the City Manager to Execute Services Agreement with Precision Intermedia for Development and Hosting of Proposed Website

City Manager Knopp provided a staff report and said staff has been reviewing options for updating the City's website for several months and has come up with a Service Agreement with Precision Intermedia in Fortuna. He reviewed the proposal and said for an estimated cost between \$2,375 and \$3,135, it will include design, production, training and content migration from the existing website.



He said the new design will closely mirror the website design for the Town of Ross with a proposed "river theme" and a fish logo on the front page. He noted that there will be an emphasis on a community calendar which will be updated and maintained on a regular basis either by City staff or the Chamber of Commerce as discussed earlier. He said the idea is to make the City's website more user friendly and aesthetically pleasing and said the Town of Ross website is efficient without a lot of clutter. He noted that some of the additives will be the auto bill pay feature and a weather widget. Also, the website address will be changed to [cityofriodell.ca.gov](http://cityofriodell.ca.gov).

Councilmember Thompson commented that update of the website is long overdue and that he likes the proposed design but wondered how this proposal compares to the proposals received with the RFP that went out a couple of years ago. He noted that a proposal was received from a local person, Billy Joe Long who does good work and said he would prefer to keep the business local if possible.

City Manager Knopp said in talking with Precision Intermedia, he learned that they have submitted multiple proposals to the City as far back as eight years ago and feels they have more diverse talents.

Mayor Wilson asked about the status of a new email server.

City Manager Knopp explained that staff's recommendation at this time is to forgo purchasing a new email server as it is cost prohibitive. He said for smaller organizations it makes more sense to have a subscription with perhaps Microsoft and that staff is currently working with Nylex to upgrade the City's email system.

Mayor Wilson then asked how much money was budgeted for the website and email upgrade.

Finance Director Woodcox noted that a total of \$12,000 was appropriated in this year's budget.

Mayor Wilson called for public comment.

**Melissa Marks** commented that she doesn't think the current website is that bad and that the problem seems to be with getting information on the website. She questioned whether City staff or Precision Intermedia will have that responsibility. She stressed the importance of making sure the process is easy.

City Manager Knopp said in moving forward, staff will have the responsibility of updating the website on a weekly basis, primarily uploading PDF documents. He noted that Precision Intermedia will be available to provide technical assistance as needed.

Mayor Wilson questioned whether there will be a dedicated staff person or multiple staff responsible for updates to the website. He commented that he would like to see more of what Precision Intermedia does and suggested reviewing some of their client's websites.

Councilmember Thompson suggested staff also contact other clients to see how they rate their services.

Wastewater Superintendent Chicora pulled up an extensive list of references from the internet which he reviewed with Council.

Motion was made Thompson/Johnson to approve the overall website design and authorize the City Manager to execute the proposed Services Agreement with Precision Intermedia for development and hosting of the City's website, further directing staff to make a couple of calls for references. Motion carried 4-0.

Authorize City Manager to continue discussions with Habitat for Humanity and provide conceptual approval of the overall plan for Habitat for Humanity parcel at 61 Monument Road  
City Manager Knopp provided a staff report and said the City was approached by Marilyn Ross on behalf of Habitat for Humanity requesting the City take possession of the property at 61 Monument Road. He said they acquired the property following the 1992 earthquakes and since that time, there has been little or no maintenance to that site. He noted that the property has remained undeveloped because of the complications associated with development because of the instability of the ground. He pointed out that the sidewalk fronting the property has collapsed which presents potential liability.

Staff met with Ms. Ross and came up with a potential plan for the site whereby Habitat for Humanity would finance the placement of fill materials at the site, repair the sidewalk, and place a new fence on the site. Once the work is complete, the City could then take ownership of the property. He said the property is not suitable for a park or trails and there is really no practical public use for the parcel except perhaps for open green space. He said the idea would be to plant trees on the site as well as the City owned parcel at 93 Monument Road to help stabilize the ground and provide an aesthetic benefit for the neighborhood.

City Manager Knopp pointed out that while the City is not obligated to take ownership of the parcel, it seems unlikely that another entity, public or private, will take over the property. He said staff is requesting Council provide direction to staff to continue discussions with Habitat for Humanity or to take no action. He commented that another option would be to have the City Engineer take a look at the property and assess the situation.

Councilmember Thompson stated that he would agree to take on the property provided all repairs to the property were done at the recommendation of the City Engineer.

Mayor Pro Tem Johnson noted that following the 1992 earthquakes, numerous garages in the City fell down and a construction company in Eureka came in and constructed a retaining wall on this particular site to secure the ground. He said he also supports the engineer assessing the situation. He said there really is not much benefit in assuming the parcel but there may be the possibility to secure grant dollars for green space. He pointed out that having the property under the City's control is better than basically no control.

Councilmember Marks asked if the City has gained anything from acquiring the parcel at 93 Monument Road which was given to the City after the home was destroyed during the 1992 earthquakes.

**Melissa Marks** commented that both parcels create a liability to the City and asked why Habitat for Humanity doesn't simply offer the parcel to the adjacent property owner of 81 Monument since it is a small non-conforming lot anyway.

The consensus of the Council was to suggest to Habitat for Humanity to first approach the adjacent property owner to see if they are interested in acquiring the parcel; Habitat for Humanity repair the sidewalk and construct the fence as soon as possible and that all repairs be done under the guidance of the City Engineer.

#### **ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

##### Approve Resolution No. 1287-2016 Adopting a Sanitary Sewer Management Plan

Wastewater Superintendent Chicora provided a staff report and said the City adopted its first Sanitary Sewer Management Plan (SSMP) in 2011 in compliance with the State Water Resources Control Board mandate. He said in accordance with that mandate under statewide General Waste Discharge Requirements for Sanitary Sewer Systems, public agencies must update, recertify and approve the SSMP every 5 years. He noted that the City performed an audit of the SSMP and revised elements of the document to meet the requirements of the Statewide Waste Discharge Requirements (WDR).

He said what is being presented is the City's updated SSMP that was created with the assistance of Freshwater Environmental Services, including the eleven (11) required elements as identified in the WDR.

Staff's recommendation was to adopt Resolution No. 1287-2016 adopting the updated Sanitary Sewer Management Plan (SSMP).

Mayor Pro Tem Johnson commented that he is amazed at the progress of the public works staff including smoke testing; and said if they manage to accomplish anything close to the goals it will be fantastic.

Wastewater Superintendent Chicora pointed out that running the camera through the sewer lines is not as easy as it sounds because it requires 2-3 people. He said the goals identified in the plan are fairly manageable even with the number of employees in Public Works; currently at four (4).

Motion was made by Johnson/Thompson to approve Resolution No. 1287-2016 *Adopting a Sanitary Sewer Management Plan (SSMP) for the City of Rio Dell*. Motion carried 4-0.

#### REPORTS/STAFF COMMUNICATIONS

City Manager Knopp distributed a written staff report on recent activities and events including a written estimate from J Angus Publishing Group for the creation of the "Rio Dell Economic Development Brochure & Map." He said the idea behind the brochure is to provide a new map of Rio Dell and a listing of undeveloped or underutilized properties in the City for interested investors to use as a reference guide to determine potential business opportunities.

He also reported that staff is planning on having the Eel River Disposal contract on the next agenda; said the City's new domain name will be [cityofriodell.ca.gov](http://cityofriodell.ca.gov) rather than [riodell.ca.gov](http://riodell.ca.gov) as previously reported; said staff met with Sara Faught, the new executive director of the Rio Dell Community Resource Center and informed staff of her plans to reintegrate the Resource Center into the community; said Humboldt Harvest Coffee had its ribbon cutting ceremony and besides coffee they have an excellent array of smoothies and lunch items, encouraging everyone to spread the word to their friends and neighbors; and reported that staff met with representatives of the County who are responsible for the Eel River Valley Groundwater Sustainability Project to go over a survey the City completed for the County however; at this time, the City will continue to attend meetings but will not be an active participant in the working group.

Councilmember Thompson commented that he is interested in the project and will attend meetings when possible.

Mayor Wilson asked if staff will be moving forward with the economic development brochure proposal as submitted or if it is still in draft form at this point.

City Manager Knopp said the plan is to move forward on the brochure as proposed.

Mayor Wilson asked if the J Angus Publishing Group will have to be utilized for any updates to the brochure.

Staff explained that the brochure is something that will need to be updated from time to time or terminated. He commented that the City could use another vendor although he wasn't aware of any other local vendors that offer this particular service.

**Melissa Marks** asked if the vendor provided examples of what the brochure will look like.

Staff responded that no examples were provided as this is a rather unique concept and there aren't really any similar brochures to look at.

Chief of Police Hill reported on recent activities in the police department and said he will have the annual police report on 2015 stats to the Council at the March 1<sup>st</sup> meeting; and said the two new police officers are doing very well and have allowed the department to get caught up on work and allow staff to utilize vacation time.

Finance Director Woodcox reported on recent activities in the finance department and announced that she will not be in attendance at the next meeting as she will be attending a CSFMO conference at Disneyland.

#### **COUNCIL REPORTS/COMMUNICATIONS**

Mayor Pro Tem Johnson announced he will be attending the League of California Cities regional kickoff meeting in Willits on February 26<sup>th</sup> and said the representatives were invited to share something about their city and so he thought he would talk about the recent Prop 218 process related to the City's recent water rate increase.

He said he will be attending a Last Chance Stakeholders meeting on Thursday in Crescent City and will be leaving the meeting early enough to get back in time to attend the HCAOG meeting in Eureka.

He also commented that he observed the EV charging station at the City parking lot being utilized by a white Chevy Volt, noting that it did not appear to be a local vehicle.

Mayor Pro Tem Johnson then asked Mayor Wilson for an update on the Wildwood Ave. Sculpture Committee.

Mayor Wilson stated that the committee had not yet met and that the Chair of the committee (Kevin Caldwell) had not contacted him to set up a potential meeting date.

**ADJOURNMENT**

Motion was made by Johnson/Thompson to adjourn the meeting at 8:25 p.m. to the March 1, 2016 regular meeting. Motion carried 4-0.

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Frank Wilson, Mayor

Attest:

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Karen Dunham, City Clerk

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



March 1, 2016

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action to Receive an Update from the City Engineer on the Metropolitan Wells Project, Drainage Grants, and Water Infrastructure with Related Authorization for the City Manager to Sign Attached Scope of Services to Pursue Drinking Water Infrastructure Improvements.

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Receive the presentation and authorize the City Manager to sign the scope of services for Drinking Water Infrastructure Improvement Funding, Planning, and Design Project.

**BACKGROUND AND DISCUSSION**

The City's engineering firm, GHD, will provide an update on three of the projects it is working on for the City.

**Metropolitan Wells Project:**

The Metropolitan Wells Project is tentatively scheduled to go to the City Council on March 15<sup>th</sup> for final approval to go out to bid. The engineer is currently waiting for pump information from a supplier to finalize the project for the Council. Staff will be scheduling a meeting to review component sizing and operations strategy prior to the Council meeting. It is recommended that Councilmember Johnson attend this meeting.

No action is required on this subject.

**Options Related to Bellevue/Ogle Drainage:**

There are some potential options related to the Bellevue/Ogle drainage situation. The State has recently announced the availability of a Proposition 1 Stormwater Grant. Initial review of the grant shows some potential to be applied to Rio Dell. \$45,000 of General Fund dollars have been budgeted this year to complete the Whitchurch engineering study. These funds could theoretically be applied towards the match requirements on this grant. Pursuit of this option would likely need to include some beneficial environmental component, such as using the City's existing Bellevue parcel to construct a settlement pond for the drainage that would help

improve water quality on the Eel River. Pursuit of this option could take as long as 2-3 years for completion, however, completion of the project would likely mitigate or eliminate all of the drainage issues. A concept application could be submitted at no cost to the City to receive feedback from the State that would help us understand the potential competitiveness of a Rio Dell proposal.

Alternatively, the \$45,000 could be applied towards a phased in approach to completing the Whitchurch engineering solution. Whitchurch has agreed to break the potential project down into smaller phases, in which case \$45,000 could theoretically be used to implement a small portion of the project that would result in some more immediate benefits to the area. At the time of agenda publication, the costs and benefits of this new approach are not known. Pursuit of this option could be the quickest route to actual construction and improved drainage, although this solution is not a comprehensive fix to the problems in the Belleview/Ogle Neighborhood.

Attached to this agenda is a summary of the Proposition 1 stormwater grant program. No action is required on this subject.

#### **Water Infrastructure Improvements:**

Attached to this agenda is a proposed scope of work for tasks related to the water capital improvement plan. GHD has been asked to develop this plan to move forward on the priority capital improvement list identified in the Capital Improvement Plan and also identified during the water rate study process. The scope would prepare a funding application and the follow on planning, design, and permitting work for the priorities identified, including:

- Infiltration Gallery Extension
- Replacement of pre-1950 distribution piping (2" and 4")
- Painter street tank replacement
- Miscellaneous smaller projects (SCADA, water meters, etc.)

GHD would complete a planning grant application at no cost to the City to initially move forward. The remaining work under this scope would only be authorized to proceed upon the successful award of a full planning grant that covers 100% of city expenses related to the scope. Funds currently collected by the City for capital improvements would be dedicated towards implementation of the above projects once the necessary planning work is completed and State Revolving Fund applications have been submitted and processed.

It is recommended that the City Council authorize the City Manager to sign the attached scope of services.

#### **ATTACHMENTS:**

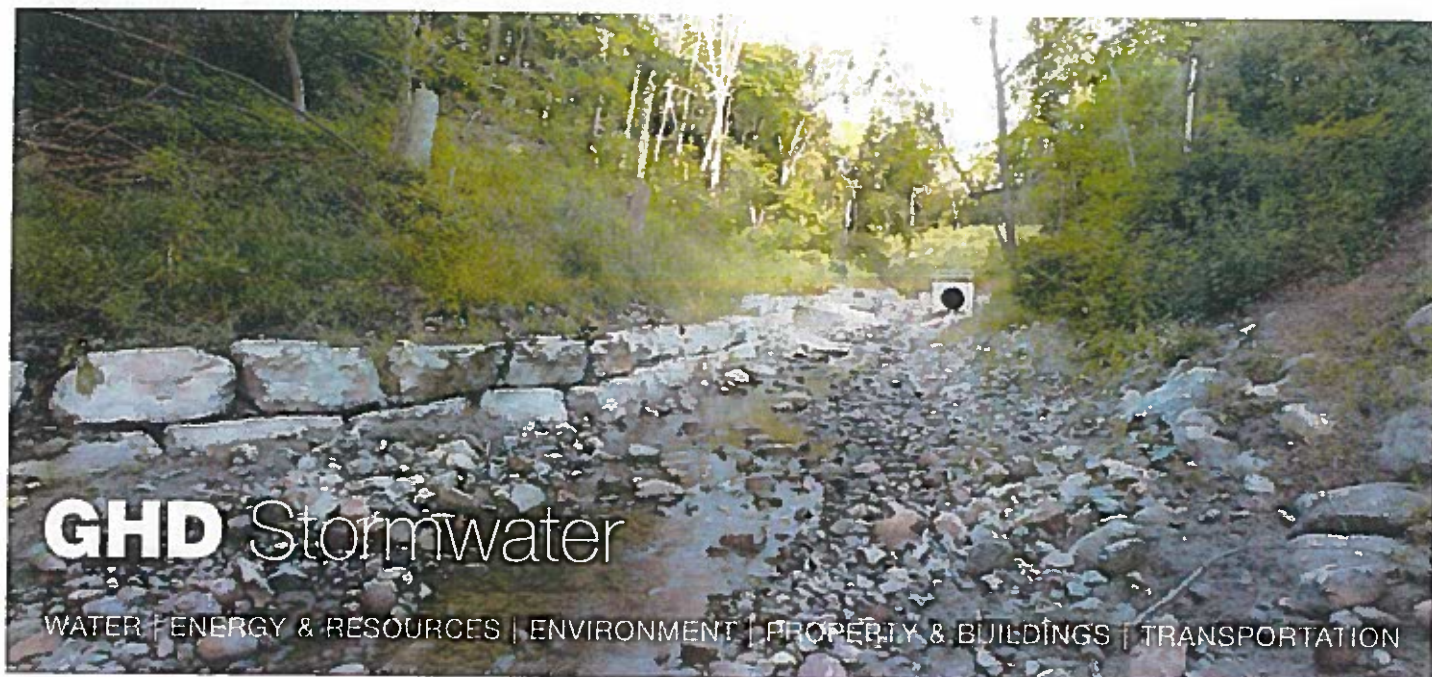
GHD Proposition 1 Stormwater Grant Program Summary  
Proposed Agreement for Drinking Water Infrastructure Improvement Funding, Planning, and Design.

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## Proposition 1 Storm Water Grant Program (Round 1)



### Grant Program Summary Table

Entry Update: January 27, 2016

Program:	Proposition 1 Storm Water Grant Program (Round 1)
Funding Source:	Prop 1 through the State Water Resources Control Board (\$200 Million Total) Storm water and dry weather runoff capture projects that restore and protect the water quality and environment of coastal waters, estuaries, bays, and near shore waters may be awarded any unused or reappropriated Prop 84, Prop 13, Prop 40, and Prop 50 funds
Eligible Applicants:	Public agencies, 501(c)(3) Nonprofit organizations, Public utilities, Federally recognized Indian tribes, State Indian tribes listed on the Native American Heritage Commission's Tribal Consultation List, and Mutual water companies.
App Process/ Due Dates:	Planning Applications due March 4 Implementation Pre-Application due April 15, 2016 Implementation Full Applications due July 8, 2016
Funding Limits:	<ul style="list-style-type: none"> <li>• <b>Planning Grants Round 1 Only \$19 million</b> <ul style="list-style-type: none"> <li>• Minimum Grant \$50,000/ Maximum Grant \$500,000</li> </ul> </li> <li>• <b>Implementation Grants \$80 Mil of Prop 1 in Round 1 and ~\$25 mil from Props 84,13,40,&amp;50 ( \$86 Mil in Round 2 expected 2 years after Round 1)</b> <ul style="list-style-type: none"> <li>• Minimum Grant \$250,000/ Maximum Grant \$10,000,000</li> </ul> </li> </ul>
Eligible Project Types	<ul style="list-style-type: none"> <li>• Planning grants to develop a watershed-wide Storm Water Resource Plan (For those with no plan or a functional equivalent that needs updating)</li> <li>• Planning grants for specific projects included in an existing Storm Water Resources Management Plan</li> <li>• Implementation Projects must respond to climate change &amp; contribute to regional water security, and include a minimum of two benefits that address Water Code Section 79747(a) (see below)</li> </ul>
Program Preferences/ What makes a good project for this program	<p>Planning Projects</p> <ul style="list-style-type: none"> <li>• Priority consideration will be given to those applications that include large-scale or regional collaboration such as with IRWM regions. Planning grants may include tasks for assessments, monitoring, geotechnical/technical investigations, or studies needed to complete preparation of the Storm Water Resource Plan.</li> <li>• Project-specific planning projects are also eligible for funding; however, preference will be given to applications addressing the Water Code requirements and the Storm Water Resource Plan Guidelines requirements. Project must be included in a Storm Water Resources Plan.</li> </ul>

### Implementation Projects

- Project must be included (specifically listed or included as a programmatic element) in a Storm Water Resources Plan submitted to the local Integrated Regional Water Management Group
  - Stormwater Resources Plan requirement may be waived for disadvantaged communities with populations less than 20,000 who are not listed as a co-permittee for a municipal storm water permit
- Contain a minimum of two benefits that address Water Code Section 79747(a) which include:
  - Water Supply:
    - Increased water supply reliability
    - Conjunctive use
    - Increased water conservation
  - Water Quality:
    - Increased filtration and/or treatment of runoff
    - Nonpoint source pollution control
    - Reestablished natural water drainage and treatment
  - Flood Management:
    - Decreased flood risk by reducing runoff rate and/or volume
    - Reduced sanitary sewer overflows
  - Environmental:
    - Environmental and habitat protection and improvement, including:
      - Wetland enhancement and/or creation
      - Riparian enhancement; and/or
      - Instream flow improvement
    - Increased urban green space
    - Reduced energy use, greenhouse gas emissions, or provides a carbon sink
    - Reestablishment of the natural hydrograph
    - Water temperature improvements
  - Community:
    - Employment opportunities provided
    - Public education
    - Community involvement
    - Enhanced and/or created recreational and public use areas
- Provide benefits and be operated and maintained for a Minimum of 20 years
- Be consistent with the applicable RWQCB Basin Plan

### Eligible Projects

Green Infrastructure,

Rainwater and storm water capture,

Storm water treatment facilities, and

Demonstration or pilot projects that are consistent with the eligibility requirements of Prop 1, Chapter 7, meet all requirements identified in the Prop 1 SWGP Guidelines, and are designed to lead to widespread implementation of the practice throughout the watershed.

### Match 50% of Project Costs (not including State Funds) OR

Group A: Small & Severely DAC Storm Water Service Area and 100% of the Project Benefits the Small & Severely DAC

- 5% match if population is less than 20,000 persons AND median household income (MHI) is less than 60% of the Statewide MHI

Group B: DAC or EDA Storm Water Service Area and 100% of the Project Benefits the DAC or EDA

- 10% match if the community meets the definitions

Group C: Greater than 50% of the Project Construction Occurs in and Benefits a DAC/EDA

- 20% match, if 100% of the construction occurs in and benefits the DAC or EDA;
- 25% match, if at least 75% (but less than 100%) of the construction occurs in and benefits the DAC or EDA; or
- 30% match, if at least 50% (but less than 75%) of the construction occurs in and benefits the DAC or EDA.

Eligible reimbursable expenses incurred after Nov. 4, 2014

DAC = Disadvantaged Community; EDA = Economically Disadvantaged Area

DAC Mapping : [http://www.water.ca.gov/irwm/grants/resources\\_dac.cfm](http://www.water.ca.gov/irwm/grants/resources_dac.cfm)

EDA Mapping: [http://water.ca.gov/irwm/grants/resources\\_eda.cfm](http://water.ca.gov/irwm/grants/resources_eda.cfm)



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## **Agreement Between**

**The City of Rio Dell  
And  
GHD Inc.  
For**

## **Drinking Water Infrastructure Improvement Funding, Planning, and Design Project**

### **Introduction**

This agreement for services relates to a prime agreement dated June 3, 2013 between the City of Rio Dell and GHD Inc. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise. This scope is to apply for funding, and if funded, develop the planning and design documents necessary to address priority Capital Improvement Plan projects for the City of Rio Dell.

The City completed a Capital Improvement Plan in July of 2015. The City identified five high priority projects of which three are fully eligible for funding under the Drinking Water State Revolving Fund (DWSRF) administered by the State Water Resources Control Board (SWRCB) and one of which is partially eligible. These projects include the repairs to the infiltration gallery, replacement of distribution system piping 2" and smaller, painter street tank replacement, and DWSRF eligible miscellaneous equipment, which includes the Dinsmore tank telemetry, a SCADA system, and potentially replacement of filter media.

The intent of this scope of services is to provide the necessary support to submit a competitive application for planning funding available under the DWSRF administered by the SWRCB. With the passage of Proposition 1, the SWRCB has an additional \$230 million in grant funds that will be awarded through the DWSRF in addition to the annual federal allocations that fund the DWSRF program. This creates an opportunity for the City to apply for and obtain grant funds that are not typically available. Further, a preliminary analysis of median household income shows the community is rated as economically disadvantaged, which means the City is eligible for 100% grant funding of project planning. Upon potential award of grant funding, subsequent tasks will be completed to develop the necessary planning and final design documents needed for the City to move towards construction of the project.

### **Scope of Services**

The following tasks define our scope of services:

#### **Task 1- DWSRF Planning/Design Application**

In this task GHD will work with the City to submit a planning application under the DWSRF. GHD will work with the City to develop the application package consisting of project information, proposed schedule, managerial information, technical package, environmental package, financial security package, and supporting documentation.

#### **Deliverables:**

- Draft Application Package, including Scope and Budget for City Review
- Application Package



**Assumptions:**

- GHD will develop the Application Package at no fee to the City
- GHD does not guarantee grant award
- Rio Dell will provide requested information for the funding application in a timely manner, including financial audits, rate information, budget and capital improvement planning information
- If funded, all following tasks will be completed and paid for with grant funds

**Task 2- Engineering Report**

GHD will review the water system capital improvements needed to meet the City's storage, distribution, and operational needs. Analyses will be conducted to determine the appropriate volume of storage, distribution system pipelines to be replaced, and further evaluate enhancements to the current infiltration system repair design completed for the City by others.

GHD will work with the City to develop, evaluate, and compare alternative solutions that meet the goals and objectives of the project. Solutions will be developed to the conceptual level so that they may be evaluated based on cost, maintenance, operations, storage, and distribution criteria approved by the City. Alternatives will be summarized and presented to the City, with recommendations from GHD, for selection of a preferred solution. The alternatives analysis will be included in the Engineering Report.

GHD will develop the Engineering Report to detail the goals and objectives of the project; the current water system and its facilities; describe the problem(s) being addressed; describe the alternative solutions considered and evaluated; describe the solution selected for construction; describe the final design and specifications; present the proposed construction costs and schedule; and include supporting documentation. The Engineering Report is a required document for requesting future construction funding from the SWRCB. Design assumptions will be incorporated into this report.

**Deliverables:**

- Draft Engineering Report
- Final Engineering Report

**Task 3- Final Plans and Specifications**

***Subtask 3.1 60% Plans and Estimate***

GHD will prepare the 60% Construction Documents consisting of Engineering Plans, Specifications, and an Opinion of Probable Construction Cost. The Construction Document plans shall detail civil, structural, mechanical and electrical work as necessary to construct the proposed improvements.

GHD will prepare an Opinion of Probable Cost based on the 60% Working Drawings submittal identifying quantities, unit costs, and an opinion of probable construction costs. All labor costs estimated shall be based upon State prevailing wage rates.

The 60% design will be reviewed with the City and comments incorporated into the 95% submittal. At the 60% level, the design will be reviewed with the Division of Drinking Water for compliance with State regulations and comments incorporated into the 95% submittal.

**Deliverables:**

- One (1) electronic copy in .pdf format of 60% Plans and Opinion of Probable Construction Costs
- Two (2) hard copy sets of 11 x 17 plans



- Submittal to Division of Drinking Water for their Compliance Review

### ***Subtask 3.2 95% Plans, Specifications and Estimate***

Based on internal and external review of the 60% submittal, GHD will prepare 95% Construction Document plans and specifications. The Construction Document plans and technical specifications shall detail civil, structural, mechanical and electrical work as necessary to construct the proposed improvements.

GHD will prepare an Opinion of Probable Cost based on the 95% Working Drawings submittal identifying quantities, unit costs, and total construction costs. The opinion shall be based on the draft Bid Schedule and Measurement and Payment sections of the specifications. All labor costs estimated shall be based upon State prevailing wage rates. The 95% design will be reviewed with City Staff and comments incorporated into the 100% submittal.

#### **Deliverables:**

- One (1) electronic copy in .pdf format of 95% Plans, Technical Specifications, and Opinion of Probable Construction Costs
- Two (2) hard copy sets of 11 x 17 plans

### ***Subtask 3.3 100% Final, Plans, Specifications and Estimate***

Based on internal and external review of the 95% submittal, GHD will prepare 100% Construction Document plans and specifications. The Construction Document plans and technical specifications shall detail civil, structural, mechanical and electrical work as necessary to construct the proposed improvements.

GHD will prepare an Opinion of Probable Cost based on the 100% drawings submittal identifying quantities, unit costs, and total construction costs. The opinion shall be based on the draft Bid Schedule and Measurement and Payment sections of the specifications. All labor costs estimated shall be based upon State prevailing wage rates.

#### **Deliverables:**

- One (1) electronic copy in .pdf format of 100% Plans, Technical Specifications, and Opinion of Probable Construction Costs
- One(1) electronic copy of drawing files in the current version of AutoCAD
- Two (2) hard copy sets of 11 x 17 plans

#### **Assumptions:**

- The City will coordinate and provide one set of consolidated comments on each submittal back to GHD
- All electronic submittals will be in .pdf format, with the exception of the Final Design Plans
- The specification shall be Technical Specifications only and shall not include the Front-end Contract Documents.
- The above tasks do not include bidding or construction observation assistance



## **Task 4- Background Studies**

### ***Subtask 4.1- Topographic Survey***

Under this task GHD will coordinate with a licensed surveyor to collect topographic data needed to evaluate solutions and complete design.

#### **Deliverables:**

- There is no deliverable for this task. Survey data will be incorporated into the final design plans

### ***Subtask 4.2- Geotechnical Report***

A site specific geotechnical report will be completed for the water tank site to develop appropriate parameters for design for the foundation. The analysis will include a site geotechnical evaluation, in which soil borings will be taken, to determine soil/geological stability and soil pore pressure to assure appropriate parameters are used in the design of the new tank foundation. Construction requirements resulting from the geotechnical investigation will be included on the plans and specifications. A final geotechnical report will be prepared summarizing the fieldwork, analysis, and recommendations.

#### **Deliverables:**

- One (1) electronic copy in .pdf format, Final Geotechnical Report

### ***Subtask 4.3- Biological Resources Investigation***

This task consists of database searches followed by field work to identify special-status plant and animal species found in the project areas. This information will be compiled in one report, the biological resources investigation, to be used for both California Environmental Quality Act (CEQA) compliance and cross cutter evaluation of federal regulations. This type of analysis will be required prior to project implementation to assure that no special-status plant or animal species in the project areas will be impacted, and if potential for impact exists mitigation measures will be developed.

GHD will conduct a database search and review the results to evaluate special-status species that may occur in the project area. Prior to field surveys, GHD will reference the California Department of Fish and Wildlife's Natural Diversity Database (CNDDDB), the California Native Plant Society's (CNPS) California Rare Plant Ranks (CRPR) database, species lists provided by the U.S. Fish and Wildlife Service (USFWS) and National Oceanic and Atmospheric Administration (NOAA) Fisheries for known locations of sensitive plant and animal species. Informal consultation will be conducted with the CDFW and USFWS.

GHD will conduct field surveys to identify the presence of special-status plant and animal species within the project area. GHD will evaluate potential sensitive habitat types within the project vicinity and map potential sensitive habitats using a GPS Trimble unit or tablet PC. The mapped sensitive habitats can be used for the basis of decision making in regards to mitigating potential impacts associated with project construction.

A botanical survey will be conducted in the appropriate seasons (normally spring and early summer) by a qualified botanist. The survey will entail a botanical site inventory of vascular plant species and a review of documentation of observed listed plant species. This information will be included in the biological resources investigation. Seasonally appropriate protocol level surveys per agency requirements will be performed if at all possible; however, depending on the project schedule, this may not always be possible.



In addition to the biological surveys discussed above, under this task, mitigation measures to reduce potential impacts from the project will be developed based on the project description and findings from the work described above. The mitigation measures will include, but not be limited to, the following elements:

- Best management practices (BMPs) to be implemented to avoid and reduce erosion consistent with requirements for a Storm Water Pollution Prevention Plan (SWPPP)
- A plan for the method and timing of vegetation/ tree removal (if necessary) to avoid impacts to birds consistent with construction in the summer
- Identification of the need for protocol surveys for special-status bird species and a description of the timing and methodology for conducting bird surveys
- BMPs for post-construction restoration of disturbed areas (revegetation plans)
- BMPs for measures to avoid spread of invasive plant species

**Deliverables:**

- One (1) electronic copy in .pdf format, Final Biological Resources Technical Memorandum

***Subtask 4.4- Wetland Reconnaissance and Delineation Mapping***

It is not expected that wetlands will be present at the project site, however, a wetland reconnaissance is needed to confirm if wetlands are present at the proposed project sites. A wetland delineation will be needed for City's compliance with CEQA.

Under this task a wetland reconnaissance along the areas potentially affected by the project will be conducted. If wetlands are not found, this will be documented in the Biological Resource investigation. If wetlands are found, preliminary findings will be reported regarding the potential for the Project to have temporary and/or permanent impacts on wetlands based on a formal wetland delineation to be conducted following the U.S. Army Corps of Engineers (COE) criteria from the COE Wetlands Delineation Manual (COE, 1987) and Draft Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys and Coast Region (Army Engineer Research and Development Center, COE, 2006). This task excludes obtaining the jurisdictional determination from the COE, which would be developed under a separate scope and budget.

**Deliverables:**

- No Deliverable for this task, Wetlands Reconnaissance and Delineation Mapping will be incorporated into the Final Biological Resources Technical Memorandum in Task 5.3

***Subtask 4.5- Cultural Resources Investigation***

GHD will contract with Roscoe and Associates to conduct a cultural resources investigation. The objective of the investigation is to identify cultural resources located within the proposed project area. CEQA, as part of the environmental review process, requires that project proponents implement procedures to inventory cultural resources and to assess potential impacts on these resources located within projects conducted, funded, or permitted by State Agencies.

**Deliverables:**

- One (1) electronic copy in .pdf format, Final Cultural Resources Report





## **Task 5- Environmental Documentation - CEQA Initial Study and Proposed Mitigated Negative Declaration**

### ***Subtask 5.1: Prepare Administrative Draft Initial Study and Proposed Mitigated Negative Declaration***

GHD will prepare an Administrative Draft Initial Study and Proposed Mitigated Negative Declaration (IS/MND) for the project. The most current version of the Initial Study checklist (Appendix G of the 2015 CEQA Guidelines) will be used. GHD will revise the Administrative Draft IS/MND based on City's comments received. It is expected that one master set of responses will be returned to GHD for incorporation into the final version of the document for distribution. Our approach for the CEQA checklist resource categories to be included in the Administrative Draft IS/MND is as follows:

- **Project Description** – A detailed project description will be prepared including but not limited to project background, environmental setting and existing conditions, project components, construction schedule, other public agency approvals, and environmental protection actions incorporated into the project. The project 60% Design Plans will be used as the basis for the project description.
- **Aesthetics** – The existing visual setting of the project area will be described. Visual aspects of the proposed project components will be analyzed. This scope of work does not include visual simulations.
- **Agriculture and Forest Resources** – The existing setting, within the project area will be described and potential impacts will be analyzed. Since a portion of the project work will be done within existing disturbed areas, and total ground disturbance is anticipated to be less than an acre, impacts are anticipated to be less than significant. No impact to agricultural resources is anticipated and a Land Evaluation and Site Assessment (LESA) model is not a part of this scope of work.
- **Air Quality** – The potential air quality impacts associated with the project would be emissions from construction vehicles and equipment and disposal of excavated material. The North Coast Unified Air Quality Management District does not require the quantification of construction emissions but does require compliance with best available dust control measures. Dust control measures will be described, sensitive receptors in the vicinity of the project site will be identified, and if applicable, appropriate mitigation measures will be incorporated. This scope and cost does include an emissions model run.
- **Biological Resources** – Potential biological resources impacts will be described and, if appropriate, mitigation measures will be identified. Biological resources reports prepared for the project will be used in the analysis.
- **Cultural Resources** – Potential cultural resources impacts will be described and, if appropriate, mitigation measures will be identified. The analysis will be based on the cultural resources analysis under the Background Studies Task.
- **Geology/Soils** – Potential seismic impacts will be identified. Potential erosion impacts associated with project construction will be described, and if appropriate, mitigation measures will be identified.
- **Greenhouse Gas Emissions** – The existing environmental setting and regulations will be described and analyzed against proposed project activities, as required by CEQA.





- Hazards and Hazardous Materials – A qualitative description of potential hazards and hazardous materials impacts will be provided. A Phase 1 Environmental Site Assessment is not included in this scope of work.
- Hydrology/Water Quality – Potential impacts of the proposed project on water quality and hydrology will be identified.
- Land Use and Planning – The existing General Plan Land Use and Zoning designations in the project area and regulations affecting the proposed project will be described and analyzed.
- Mineral Resources – Any existing mineral resources in the project area will be identified and analyzed against proposed project activities.
- Noise – The existing noise environment in the project area will be described and nearby sensitive receptors identified. The potential noise impacts associated with the proposed project would be from temporary construction activities. This scope of work does not include noise measurements or a noise study.
- Population and Housing – The existing population and housing stock in the project area will be described and analyzed for potential effects from the proposed project.
- Public Services – Existing public services and utilities in the project area will be described and analyzed based on information obtained from various local resources.
- Recreation - The existing recreational amenities in the project area will be described and analyzed for potential effects from the proposed project.
- Transportation/Traffic – Daily vehicle trips to and from the project site during construction are expected to be minor. Truck trips associated with project construction and export of excavated material will be analyzed. Temporary impacts to roadways and bicycle/pedestrian paths will be described and mitigation measures identified as appropriate. A traffic impact study is not a part of this scope of work.
- Utilities and Service Systems – The existing utilities and service systems in the project area will be described and analyzed for potential effects from the proposed project.

**Deliverables:**

- Administrative Draft Initial Study and Mitigated Negative Declaration – 2 hard copies and 1 electronic copy in .pdf format
- IS/MND Circulation List- two (2) hard copies
- Initial Study and Proposed Mitigated Negative Declaration - 30 hard copies (15 to State Clearinghouse) produced for distribution according to the Client-provided mailing list
- Initial Study and Proposed Mitigated Negative Declaration - 1 electronic copy

***Subtask 5.2: Circulate Initial Study and Proposed Mitigated Negative Declaration***

GHD will circulate the IS/MND on behalf of the City according to the approved project mailing list (distribution of up to 30 copies). This includes the Notice of Completion for the State Clearinghouse and the Notice of Intent to adopt a Mitigated Negative Declaration to be published in a local newspaper of general circulation.

GHD will attend one City Council meeting prior to circulation of the IS/MND.



**Deliverables:**

- Attendance at one Council Meeting
- Notice of Completion of Draft IS/MND submitted to the State Clearinghouse

***Subtask 5.3: Consider Comments on Initial Study and Proposed Mitigated Negative Declaration and Attend Adoption Meeting***

GHD will review comment letters received on the IS/MND, and either respond to the commenting agency/organization directly, or, if warranted, make edits to the Proposed Mitigated Negative Declaration directly, based on the City's independent judgment and direction. GHD will assume and respond to up to five (5) letters of comment (with up to four specific comments within each letter) from public/agency/other representatives related to the IS/MND that require a minimal level of response (i.e. no new/additional technical studies or analysis).

GHD will attend one City Council meeting to adopt the Proposed Mitigated Negative Declaration.

GHD will develop a Mitigation Monitoring and Reporting Program for the project and also prepare the Administrative Record and deliver an electronic copy to the City.

**Deliverables:**

- Attendance at one City Council meeting to adopt the Proposed Mitigated Negative Declaration
- Mitigation Monitoring and Reporting Program - Two (2) hard copies and one (1) electronic copy
- Administrative Record – one (1) electronic copy
- Notice of Determination (NOD)
- Draft Resolution of Findings

**Assumptions:**

- Client will advertise the public meeting in a newspaper of general circulation
- GHD will prepare required forms (NOI, findings, resolution, NOD) and will conduct all CEQA procedural tasks (submittal of NOI and NOD)
- Client will pay NOD filing fee (including CDFW filing fee), to be reimbursed by the project grant

**Task 6- Permitting**

***Subtask 6.1: Stormwater Pollution Prevention Plan Development***

A SWPPP will be prepared according to requirements of the State's construction Activities Stormwater Permit (Construction Permit; State Board Order No. 99-08-DWQ, NPDES Permit CAS000002). The SWPPP will be developed using the guidance contained in Section A of the State Board Permit, and it will include all appropriate BMPs for minimizing stormwater runoff and potential pollution.

**Deliverables:**

- One (1) electronic copy in .pdf format, Final Stormwater Pollution Prevention Plan



**Assumptions:**

- City will pay any permit fees, to be reimbursed by the project grant
- This scope does not include any monitoring or implementation of the SWPPP.

***Task 6.2: California Department of Fish and Wildlife 1600 Streambed Alteration Agreement***

The project will affect riparian vegetation as construction equipment accesses the infiltration gallery site, thus a Streambed Alteration agreement will be needed with the California Department of Fish and Wildlife (CDFW). A Draft 1602 Streambed Alteration Agreement Application will be prepared in accordance with Fish and Game Code section 1602. It is anticipated that all information required for the 1600 Agreement will be available from the work conducted under the Biological Resources Investigation, Wetland Delineation, SWPPP, and the project design. The draft application will be submitted to the City for review and comment in electronic format.

GHD will incorporate comments received into the final application and complete the 1602 package for submittal. All application materials will be submitted to CDFW and GHD will coordinate with the local office. It is anticipated that this coordination will continue throughout the permitting process. GHD cannot guarantee issuance of the Agreement and if CDFW requires additional analysis then a scope and budget amendment will be prepared for City approval to provide additional services reviewed by CDFW.

**Deliverables:**

- One (1) electronic copy in .pdf format, Final 1600 Stream and Lake Bed Alteration Agreement

**Assumptions:**

- City will pay any permit fees, to be reimbursed by the project grant
- This scope assume no permanent riparian vegetation removal
- This scope does not include any monitoring

***Task 6.3 – US Army Corps of Engineers Section 404 Permit***

A US Army Corps of Engineers (USACE) Clean Water Act (CWA) Section 404 permit will be required for work in the channel of the Eel River to extend the infiltration lines. GHD will prepare an application to be submitted to the USACE for a nationwide permit. A Draft CWA 404 Permit Application will be prepared. The permit application package is anticipated to include the following:

- Applicant's and authorized agent's names and addresses,
- Project location and directions to the site,
- Project description,
- Purpose and reasons for discharge to wetlands or waters of the U.S.,
- An assessment of on-site wetland attributes and proposed impacts, (adverse or beneficial) to those attributes,
- List of certification or approvals from other federal state or local agencies,
- An assessment of surface area to be filled or excavated,
- A list of adjacent property owners and addresses, and
- Signatures of applicant and their agent.

GHD will prepare a draft application for review by the City. Following incorporation of comments, GHD will revise the draft application into a final submittal package. The final package will incorporate the recommended conservation or mitigation measures in the 60% plans.



The final 404 Permit application package will then be submitted to the USACE district office with a request to issue to the public for the notice and 30-day comment period.

GHD will coordinate with the USACE both prior to submittal of the application and during the permit review process, with involvement by City. GHD will respond to questions, comments, and requests for additional information both before and during the permit review process from reviewing agencies and the public.

After the close of the comment period, GHD will work with the Project Team to review, collate and prepare responses to comments received on the public notice. These comments will be provided to the USACE for publication in the Federal Register.

**Assumptions:**

- City will pay any permit fees, to be reimbursed by the project grant
- Up to two meetings would be held during the permit preparation and approval process with agency staff
- Meetings will be held locally in Humboldt County
- Up to two comments on the USACE public notice are anticipated

**Deliverables:**

- Draft permit application
- Final permit application

***Task 6.4 - NCRWQCB 401 Water Quality Certification***

A 401 Water Quality certification requirement is triggered due to work within the Eel River Channel needed to extend the infiltration lines. GHD will prepare a Draft Clean Water Act (CWA) Section 401 Permit (Water Quality Certification) Application pursuant to the requirements of the North Coast Regional Water Quality Control Board (RWQCB). The draft permit application will be submitted to the City for review and comment. Following incorporation of all comments, GHD will revise the draft Application into final documents to be submitted to the RWQCB.

All application materials will be submitted to the RWQCB and GHD will coordinate closely with the Regional office. A project manager and up to two senior scientists will be available to participate in up to two conference calls or meetings with RWQCB staff, assuming all meetings will be held locally in Humboldt County.

**Assumptions:**

- City will pay any permit fees, to be reimbursed by the project grant
- Two rounds of comments from RWQCB are anticipated

**Deliverables:**

- Draft permit application
- Final permit application



#### **Task 6.5 - Federal Biological Assessment (BA)**

Section 7 of the Endangered Species Act (16 USC 1531 et seq. 1973) requires formal consultation with USFWS and/or NMFS if a federally funded or permitted project may adversely affect any Federally listed threatened or endangered species or its designated critical habitat. Anadromous fish species and critical habitat that occur in the proposed project include threatened coho salmon (*Oncorhynchus kisutch*), threatened steelhead (*O. mykiss*), and threatened Chinook salmon (*O. tshawytscha*). As part of the CWA 404 Permit application process, the USACE must initiate formal Section 7 consultation with NMFS on the Infiltration Gallery repair portion of the project for impacts to listed salmonid species and their critical habitat.

GHD will address the proposed action in compliance with Section 7(c) of the ESA. This section of the ESA assures that, through consultation (or conferencing for proposed species) with the USFWS and NMFS, federal actions do not jeopardize the continued existence of any threatened, endangered, or candidate species, or result in the destruction or adverse modification of critical habitat. The presence of listed species in this area requires production of a biological assessment. The BA evaluates the effects of the proposed project on these species, to determine the need for consultation with the USFWS and NMFS, and to achieve compliance with the ESA.

The current list of federally listed and/or proposed threatened and endangered species that may be present or historically recorded in the vicinity of the project will be obtained from USFWS. For purposes of this project, rare, threatened, and endangered (T&E) plant, wildlife, and fish records will be obtained to the extent that they are available to assist in the preparation of the BA as part of the Biological Resources Investigation. Life history and historical monitoring information for each species likely to be in the area will be collected and reviewed.

GHD will examine the existing resource reports for flora and fauna, evaluate potential issues with ESA listed species and will use the preliminary project design to determine potential for adverse or beneficial impacts. GHD's biologists will undertake a field assessment of the proposed impact areas:

- To confirm the baseline condition
- To determine the potential impacts or effects to sensitive species habitats
- To document presence or presumed presence of endangered, threatened or sensitive species
- To examine the project areas that would be modified, as well as any structures or potential obstructions to aquatic or upland habitats, and

Using the results of the site visit and the information on presence potential described above, GHD will prepare a Draft BA Assessment. GHD will submit the draft BA to the City for review and comment. We anticipate formal consultation under the ESA, as such, GHD will provide the BA to the USACE for their review prior to submittal to the USFWS and NMFS.

USACE will initiate formal Section 7 consultation with NMFS and USFWS and GHD will coordinate with USACE, NMFS, and USFWS to incorporate language and conservation actions into the BA to address the impacts on listed species.

The Final BA Assessment will be submitted to reviewing agencies including USACE, NMFS, USFWS, CDFW, RWQCB, and others as necessary. GHD will incorporate comments received from the Client into the final BA and Assessment.

#### **Assumptions:**

- GHD will conduct its work to ensure effective management of project objectives and budget.
- Up to two rounds of comments are anticipated from USFWS and NMFS.



**Deliverables:**

- One electronic copy of the Draft BA
- One electronic copy of the Final BA

***Task 6.6 - CDFW Consistency Determination***

The CDFW will need to make a consistency determination on the federal findings of the Biological Assessment. Under this task GHD will prepare a consistency determination request letter for submission to the CDFW.

**Assumptions:**

- An incidental take permit will not be required by CDFW

**Deliverables:**

- Draft cover letter
- Final cover letter

***Task 6.7 – State Lands Commission Coordination***

The State Land Commission owns certain lands and streambeds in the state. Previous discussions with the State Lands Commission have indicated a permit is not needed for the work within the Eel River channel, however, as regulations change over time it is important to engage the Commission to assure there are no permit requirements. Under this task GHD will coordinate the project with the state lands commission to determine if any permits are required. If a permit is required it will be completed under a separate scope and fee.

**Assumptions:**

- No State Lands Commission Permit is required

**Deliverables:**

- No deliverables
- Final permit application

**Task 7- Direct Project Administration & Grant Reporting**

In this task, GHD will provide grant administration by communicating monthly with the SWRCB Grant Manager regarding scope, schedule, budget, and coordination on grant deliverables. GHD will complete monthly reimbursement requests under this task. Also under this task grant close out documents will be prepared and submitted to the SWRCB.

**Deliverables:**

- Monthly Progress Updates and Invoices
- Final Grant Close Out Documentation





**Assumptions:**

- GHD will compile and submit all deliverables to SWRCB
- The City will provide required documentation and signatures for reimbursement requests as needed

**Task 8- DWSRF Construction Funding Application**

In this task GHD will work with the City to submit a construction funding application under the DWSRF. GHD will work with the City to develop the application package.

**Deliverables:**

- Draft Application Package, including Scope and Budget for City Review
- Application Package

**Assumptions:**

- GHD does not guarantee grant award
- Rio Dell City will provide requested information for the funding application in a timely manner

**Exclusions and Additional Services**

This scope of services is based on the following assumptions and exclusions:

- Additional services beyond what is included in this scope can be provided at the City's request under a separate scope and budget
- This scope assumes the final project will generally include repairs to the existing infiltration gallery, a new water tank, distribution system pipe replacements, upgrades to the Disnmore tank telemetry, and SCADA. If significant additional components are added to the project, an additional scope and budget would be needed for design
- This scope does not include bid period or construction phase services

**Estimated Project Schedule**

If funded, the scope of services presented above can be completed within one (1) year of receiving the notice to proceed from the City after the grant funding is secured.



### **Compensation**

The above scope will be completed on a lump sum fee of **\$455,700** based on the task allocations presented in the table below. GHD reserves the right to move funds between tasks without exceeding the total budget. Invoices will be prepared monthly based on the percentage of services performed. Invoices are due and payable by the District within 30 days of receiving compensation from SWRCB.

Task Description		FEE
Task 1	DWSRF Planning/Design Application	\$ 0
Task 2	Engineering Report	\$ 63,000
Task 3	Final Plans and Specifications	\$ 247,500
Task 4	Background Studies	\$ 42,700
Task 5	Environmental Documentation - CEQA Initial Study and Proposed Mitigated Negative Declaration	\$ 31,900
Task 6	Permitting	\$ 52,400
Task 7	Direct Project Administration & Grant Reporting	\$ 13,200
Task 8	DWSRF Implementation Application	\$ 5,000
TOTAL FEE ALL TASKS		\$ 455,700

### **AGREED**

City of Rio Dell

GHD Inc.

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Kyle Knopp, Rio Dell City Manager, Date

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Steven McHaney, Associate Principal, Date



**675 Wildwood Avenue  
Rio Dell, CA 95562**



TO: Rio Dell City Council  
THROUGH: Kyle Knopp, City Manager *[Signature]*  
FROM: Karen Dunham, City Clerk  
DATE: March 1, 2016  
SUBJECT: Alternate Member to Rio Dell Planning Commission

#### **RECOMMENDATION**

Discuss and provide staff direction on amendment to Chapter 2.60.020 of the Rio Dell Municipal Code (RDMC) to include alternate membership on the Rio Dell Planning Commission.

#### **BUDGETARY IMPACT**

None

#### **BACKGROUND AND DISCUSSION**

At the February 16, 2016 regular meeting, the Council approved the reappointment of Planning Commissioners Angeloff, Long and Leonard. During discussion of this item, Mayor Pro Tem Johnson presented the idea of establishing an alternate position on the Planning Commission due to frequent absenteeism by one or more of the Commissioners over the past year.

The City Clerk was directed to research the government code and contact other jurisdictions regarding appointment of alternates on Planning Commissions.

Section 65101(a) of the Government Code states (in part) *"The legislative body shall specify the membership of the commission or commissions. In any event, each planning commission shall consist of at least five members, all of whom shall act in the public interest."*

Staff researched the membership and terms of planning commissions with nine (9) other jurisdictions including Fortuna, Eureka, Arcata, Blue Lane, Ferndale, Crescent City, Ft.

Bragg, Willits and Redding and among those jurisdictions, the City of Fortuna was the only jurisdiction whose membership includes an alternate position.

Fortuna's commission is comprised of seven regular members appointed to 4-year terms and one resident alternate commissioner who are appointed to a 2-year term. The alternate has all of the powers and duties of a regular commissioner except his/her right to vote is limited to when they are seated as an acting commissioner in the absence of one of the regular commissioners. The alternate attends the regular and special meetings of the commission and reviews the staff reports and documents and otherwise prepares for meetings like regular members.

When a permanent vacancy is created on the commission, the alternate then fills that vacancy as a regular member for the remainder of that commissioner's term of office and the City Council appoints a new alternate.

Another potential advantage of having an alternate planning commissioner is that in the event of a potential conflict of interest with one or more of the regular commissioners, the alternate can be seated and vote as a regular commissioner, thus eliminating the possibility of a tie vote on an issue before the commission.

As you are aware, Commissioner Leonard has since resigned his position on the Planning Commission creating a vacancy on the commission. The notice of vacancy was posted on February 23, 2016 with the final date for submittal of applications March 10, 2016. Appointment to fill the vacancy is scheduled for March 15, 2016.


If the Council so directs, staff will come back on March 15, 2016 with the introduction and first reading of the ordinance amendment to the Planning commission membership to include an alternate position to the membership as well as some other minor text amendments recently identified.


675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



For Meeting of: March 1, 2016

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: February 26, 2016

Subject: Adoption of the 2015/2016 Master Fee Schedule

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**Recommendation:**

That the City Council:

1. Receive staff's report regarding the proposed master Fee Schedule;
2. Open the public hearing, receive public input, close the public hearing and discuss if desired;
3. Adopt Resolution No. 1289-2016 establishing a Master Fee Schedule.

**Background/Summary**

Attachment 1 includes a Master Fee Schedule which is a compilation of current fees and rates charged by the City. This publication contains staff's hourly burdened rates, Finance Department, Community Development Department, including Planning and Building, Police Department fees, Business License rates, Water and Sewer Service rates and various fines for traffic and other municipal code violations. The identified fees and rates are all pre-existing. No new or increase in fees and/or rates are included in the Master Fee Schedule.

**Attachments:**

1. Master Fee Schedule.
2. Resolution No. 1289-2016 establishing a Master Fee Schedule.



# **City Rio Dell**

## **Master Fee Schedule 2015/2016**

**Summary Schedule of Fees, Fines and Penalties  
Resolution No. 1289-2016**

The Master Fee Schedule is a compilation of current fees charged by the City. This publication contains staff's hourly burdened rates, Finance Department, Community Development Department, including Planning and Building, Police Department fees, Business License rates, Water and Sewer Service rates and various fines for traffic and other municipal code violations.

### **Rio Dell City Council**

**Mayor: Frank Wilson  
Debra Garnes  
Gordon Johnson  
Tim Marks  
Jack Thompson**

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**CITY OF RIO DELL**  
**2014/2015**  
**STAFF BILLABLE BURDENED RATES**  
 Adopted January 5, 2016  
 Resolution No. 1286-2016

Title	Hourly Rate	Benefits	Overhead	Burdened Rate
<b>City Administration Department</b>				
City Manager	\$50.39	34%	\$24.42	\$91.95
City Clerk	\$28.18	34%	\$17.12	\$54.88
<b>Community Development Department</b>				
Community Development Director	\$39.31	34%	\$12.26	\$64.94
<b>Finance Department</b>				
Finance Director	\$33.41	34%	\$12.30	\$57.07
Fiscal Assistant II	\$16.36	34%	\$12.30	\$34.23
Senior Fiscal Assistant	\$18.76	34%	\$12.30	\$37.44
<b>Police Department</b>				
Chief of Police	\$40.57	34%	\$11.20	\$65.57
Police Sergeant	\$25.06	34%	\$11.20	\$44.78
Police Officer - 1	\$21.33	34%	\$11.20	\$39.79
Police Officer - 2	\$21.33	34%	\$11.20	\$39.79
Police Officer - 3	\$21.97	34%	\$11.20	\$40.65
<b>Public Works Department</b>				
Water Superintendent	\$29.40	34%	\$47.80	\$87.19
Wastewater Superintendent	\$26.13	34%	\$47.80	\$82.68
Utility Worker I	\$14.18	34%	\$47.80	\$66.80
Utility Worker II	\$15.61	34%	\$47.80	\$68.71
Utility Worker II	\$15.88	34%	\$47.80	\$69.08

**CITY OF RIO DELL  
ADMINISTRATION/FINANCE DEPARTMENT**

Description	Reference	Current Fee
<b>General Fees</b>		
Return Check	Res. 1211	\$25.00 for 1 <sup>st</sup> \$35.00 for 2 <sup>nd</sup>
Transient Occupancy Tax	Ord. 39	10.5% for first month after delinquent date plus an additional 10.5% for the second month delinquent plus .5% each additional month or fraction thereof.
<b>Copy/Document Fees</b>		
8 ½" x 11" Black & White	Res. 1249	\$.10 each
8 ½" x 11" Color	Res. 1249	\$.25 each
8 ½" x 14" Black & White	Res. 1249	\$.15 each
8 ½" x 14" Color	Res. 1249	\$.35 each
11" x 17" Black & White	Res. 1249	\$.25 each
11" x 17" Color	Res. 1249	\$.50 each
Fax	Res. 1249	\$1.00 up to 5 pages
Notary Public Acknowledgement	Res. 1249	\$10.00 per signature
<b>Business License Fees</b>		
SB 1186 State Mandated Disability Access Fee	SB 1186	\$1.00 per license
Class A – Yearly Gross Receipts of \$500 - \$30,000	Res. 1029	\$30.00
Class B – Yearly Gross Receipts in Excess of \$30,000	Res. 1029	\$60.00
Late Fee Penalty If Paid Between 8/31 and 9/30 If Paid Between 10/1 and 10/31 If Paid Between 11/1 and 11/30 If Paid After 11/30	Ord. 259	25% 50% 75% 100%
Residential Rentals (two or more units)	Res. 1029	\$4.00 per unit
Mobilehome or Travel Trailer Space	Res. 1029	\$2.00 per space
Change in Address	Res. 1029	\$10.00



<b>Business License Fees Continued</b>		
Description	Reference	Current Fee
Duplicate License	Res. 1029	\$10.00
Citation Fee	Res. 1029	\$30.00
Violation of Business License Ordinance	Res. 1029	\$500.00
Motel or Hotel Accommodations	Res. 1029	\$28.00 annually plus \$2.00 per unit
Non-Residential Contractors	Res. 1029	\$5.00 per day
Carnivals	Res. 1029	\$75.00 per day plus \$5.00 per day for each separate show.
One Ring Circus	Res. 1029	\$50.00 per day
Two or More Ring Circus	Res. 1029	\$100.00 per day
Card Tables for Card Games	Res. 1029	\$200.00 per table in addition to regular business license.
Public Dance	Res. 1029	\$20.00 per day
Garage, Yard or Rummage Sale if More Than Two in One Year.	Res. 1029	\$5.00 per day
Solicitors	Res. 1029	\$10.00 per day per person
Mobile Vendors	Res. 1029	\$10.00 per day per location change

**CITY OF RIO DELL  
WATER AND SEWER FEES**

<b>Water Utility Fees</b>		
<b>Water Connection Fee</b>	Res. 1217	\$2,500.00 Buy-In \$200.00 Connection or Actual Cost
<b>Residential</b>	Res. 1281	
Base Rate Within City Limits		\$40.06
Each Unit (750 gallons)		\$2.61
Base Rate Dinsmore Zone (Outside City Limits)	Res. 1281	\$40.06
Each Unit (750 gallons)		\$2.61
Maintenance Surcharge		\$39.16
<b>Late Payment Fee</b>	Res. 1281	10%
<b>Water Shut-Off Fee</b>	Res. 1281	\$50.00
<b>Vacation Lock</b>	Res. 1281	\$40.00
<b>After Hours Reconnection Fee</b>	Res. 1281	\$75.00
<b>Sewer Utility Fees</b>		
<b>Sewer Connection Fee</b>	Res. 1253	\$5,220.00
<b>Sewer Base Rate – Equivalent Dwelling Units (EDU's).</b> All customers plus one of the following classes with winter (Dec-Feb) average water consumption.	Res. 1253	\$47.76
Class – Domestic Strength (cap at 15 units)		\$4.18 Unit
Class – Low Strength		\$3.34 Unit
Class – Medium Strength		\$6.27 Unit
Class – High Strength		\$7.31 Unit
<b>New Customer – Fixed Rate</b> (No winter month's history to average).	Res. 1253	\$68.64
<b>Vacant Premises – Fixed Rate</b>	Res. 1253	\$47.76
<b>Sewer Lateral Testing</b>		No Charge

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Preliminary Review**

Description	Reference	Current Fee
Pre-Application Review	Res. 1219	Actual Cost \$75.00 Deposit
Pre-Development Agreement	Res. 1219	Actual Cost \$350.00 Deposit

**Administrative Review**

Address of Convenience	Res. 1219	\$40.00
Certificate of Compliance	Res. 1219	Actual Cost \$250.00 Deposit
Cottage Industry Permit	Res. 1219	\$40.00
Home Occupation Permit	Res. 1219	\$40.00
Parcel Merger	Res. 1219	Actual Cost \$200.00 Deposit

**Public Hearing Items**

Conditional Use Permit	Res. 1219	Actual Cost \$500.00 Deposit
Design Review	Res. 1219	Actual Cost \$500.00 Deposit
General Plan Amendment	Res. 1219	Actual Cost \$1,200.00 Deposit
Reversion to Acreage	Res. 1219	Actual Cost \$500.00 Deposit
Subdivision Major (More than 4 parcels)	Res. 1219	Actual Cost \$2,000.00 Deposit
Subdivision Minor (4 parcels or less)	Res. 1219	Actual Cost \$1,200.00 Deposit
Variance	Res. 1219	Actual Cost \$500.00 Deposit
Zone Reclassification/Text Amendment	Res. 1219	Actual Cost \$1,200.00 Deposit

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Environmental Review**

Description	Reference	Current Fee
Environmental Impact Report Preparation	Res. 1219	Actual Cost \$2,000.00 Deposit
Environmental Impact Report Review	Res. 1219	Actual Cost \$500.00 Deposit
Initial Study Preparation	Res. 1219	Actual Cost \$750.00 Deposit
Initial Study Review	Res. 1219	Actual Cost \$350.00 Deposit

**Other Review Fees**

Annexation/Detachment	Res. 1219	Actual Cost \$1,200.00 Deposit
Inspection of Project Improvements	Res. 1219	Actual Cost \$100.00 Deposit
Road Abandonment/Vacation	Res. 1219	Actual Cost \$700.00 Deposit

**Miscellaneous Fees**

Appeal – Administrative	Res. 1219	\$100.00
Appeal – Public Hearing	Res. 1219	\$250.00
Extension – Administrative	Res. 1219	Actual Cost \$100.00 Deposit
Extension – Public Hearing	Res. 1219	Actual Cost \$250.00 Deposit
Information Request	Res. 1219	\$75.00
Life-Safety Inspection	Res. 1219	\$75.00
Map Checking (Final Map, Parcel Map and Record of Surveys)	Res. 1219	Actual Cost \$750.00 Deposit
Modification – Administrative	Res. 1219	Actual Cost \$100.00 Deposit
Modification – Public Hearing	Res. 1219	Actual Cost \$200.00 Deposit
Parkland Dedication Fees (per parcel)	Res. 1219	\$1,500.00

CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT

**Miscellaneous Fees Continued**

Description	Reference	Current Fee
Substantial Conformance Review	Res. 1219	Actual Cost \$100.00 Deposit
<b>Code Enforcement</b>		
Abatement	Ord. 303 & 311 CGC 38773.5	Actual Cost
Administrative Citations	Ord. 329	\$100.00; \$200.00 and \$500.00
Penalties	Ord. 303 & 311	Up to \$1,000.00 per day

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Building Permits**

Description	Reference	Current Fee
Administrative Fee	Res. 1218	66% of Building Permit Fee
Continuing Education & Certification Fee	Ord. 315	.04 of Total Permit Fee
Technology (i.e. equipment and materials)	Ord. 315	.09 of Total Permit Fee
Certificate of Occupancy, Residential	Ord. 315	\$61.25
Certificate of Occupancy, Commercial	Ord. 315	\$122.50
HCD Form 433A – Processing and Filing	Ord. 315	\$93.75
State Seismic Fee		.01 of Total Permit Fee
California Building Standards Commission Fee		.01 of Total Permit Fee
Plan Check	Ord. 315	65% of Building Permit Fee
Residential Sprinkler Plan Check and Inspection	Ord. 315	\$165.00
Commercial Sprinkler Plan Check and Inspection	Ord. 315	\$3.60 sq. ft.
Permit or Plan Check Renewal Fee (Fee to renew an expired permit or plan review when the same construction codes remain in effect)	Ord. 315	50% of Original Permit Fees
Plan Check – Major Subdivisions (% of initial plan check/multiple permits for identical building taken out within 180 days of taking out the original permit, provided that the same edition of the Code is still in effect.)	Ord. 315	20%
Residential Energy Plan Check (amount added to original plan check fee)	Ord. 315	\$61.25
Commercial Energy Plan Check (amount added to original plan check fee)	Ord. 315	\$122.50
Soils Report Compliance Review Fee	Ord. 315	\$65.00
Flood Plain Compliance Review Fee	Ord. 315	\$107.50
Flood Plain Determination Review	Ord. 315	\$59.75
Erosion and Sediment Control Inspection (Small Project)	Ord. 315	\$93.75
Erosion and Sediment Control Inspection (Designed Project)	Ord. 315	\$127.50
Code Enforcement Assessment	Ord. 315	Actual Cost of Billable Burdened Rate
Code Compliance Mitigation Fee	Ord. 315	Double Permit Fee
Special Investigation Fee	Ord. 315	Double Permit Fee

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

***Building Permit Fees Continued***

Description	Reference	Current Fee
Demolition Residential (Per Structure)	Ord. 315	\$99.45
Demolition Commercial (Based on Contract Price)	Ord. 315	\$99.45 Minimum Fee
Signs and Billboards (Based on Contract Price)	Ord. 315	\$99.45 Minimum Fee

**Unit Valuation Schedule**

**No Permit to be Issued with Total Fee Less than \$85.00**

Description	Reference	Amount Per Square Foot
Residence or Residential Addition	Ord. 315	\$101.95
Garage (Residential Accessory)	Ord. 315	\$39.61
Carport (Residential Accessory)	Ord. 315	\$23.77
<b>Enclosed Porch (Residential)</b>		
Interior Finished	Ord. 315	\$25.00
Interior Unfinished	Ord. 315	\$15.00
<b>Sunroom/Solarium</b>		
Attached to Residence, Floor and Open to Residence	Ord. 315	\$101.95
Attached to Residence, Floor and Door between Rooms	Ord. 315	\$101.95
Basement (Semi-Finished)	Ord. 315	\$18.80
Roof-Line Change (Residential)	Ord. 315	\$8.00
<b>Interior Remodel (Residential)</b>		
Kitchen or Bath	Ord. 315	\$35.68
All Other Areas	Ord. 315	\$26.51
Pre-Assembled Housing (Per Unit(s) Square Footage)	Ord. 315	\$16.85
Foundation Only for Existing Manufactured Home (Per Unit(s) Square Footage)	Ord. 315	\$11.25
Setup Only (For New Manufactured Home not Place on a Foundation System)	Ord. 315	\$5.60
Cabana for Manufactured Home	Ord. 315	\$85.64
<b>Decks, Patios or Porches</b>		
Open and Uncovered	Ord. 315	\$10.00
Covered	Ord. 315	\$14.00

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

***Building Permit Fees Continued***

**Unit Valuation Schedule**

**No Permit to be Issued with Total Fee Less than \$85.00**

Description	Reference	Amount Per Square Foot
Storage Building or Barn (Private)	Ord. 315	\$39.61
Fences (Greater than Seven (7) feet in height)	Ord. 315	\$12.00 LF.
<b>Pole Buildings</b>		
Exterior Walls and Floor	Ord. 315	\$14.00
Exterior Walls and No Floor	Ord. 315	\$10.00
No Exterior Walls and No Floor	Ord. 315	\$101.95
<b>Greenhouses</b>		
Private, Detached and No Floor	Ord. 315	\$4.50
Attached to Residence, No Floor, with or without Doors	Ord. 315	\$6.50
Commercial (Minimum)	Ord. 315	\$6.85
Foundation Only	Ord. 315	\$11.25
Swimming Pool	Ord. 315	\$5.00 cf.
Fuel and Water Storage Tanks (Above Ground)	Ord. 315	\$6.00 cf.
<b>Retaining Walls</b>		
Wood	Ord. 315	\$6.00
Concrete or Block	Ord. 315	\$8.00
Hilfiker	Ord. 315	\$30.00
Gabion Walls	Ord. 315	\$100.00 cyd.
Wharf or Dock (Non-Commercial)	Ord. 315	\$14.00
Wharf or Dock (Commercial)	Ord. 315	Based on Contract Price
Walls (Framing)	Ord. 315	\$6.00 LF.
Siding	Ord. 315	\$2.50
Drywall	Ord. 315	\$.75
Insulation	Ord. 315	\$.50
Roofing Residential (Based on Contract Price or Based on Roof Area)	Ord. 315	\$2.80
Roofing Commercial	Ord. 315	Based on Contract Price



**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

*Building Permit Fees Continued*

**Electrical Permit Fees**

Description	Reference	Amount
<b>Permit Issuance</b> – For the issuance of each electrical permit.	Ord. 315	\$24.00
<b>Supplemental Permit Issuance</b> – For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finished.	Ord. 315	\$8.50

**System Fee Schedule**

*The following fees shall include all wiring and electrical equipment in or on each building.*

<b>Residential Multifamily</b> – For new multifamily building (apartments and condominiums) having three or more dwelling units constructed at the same time, not including the area of the garages, carports and accessory buildings.	Ord. 315	\$ .07 sq. ft.
<b>Residential Single and Two-Family</b> – For new single and two-family residential buildings, not including the area of the garages, carports and accessory buildings.  <i>For the rewiring of existing residential buildings, the appropriate per square foot fee only includes the wiring. All electrical equipment and devices other than receptacles, switches and lighting outlets shall be charged as specified in the Unit Fee Schedule.</i>	Ord. 315	\$ .08 sq. ft.
<b>Private Swimming Pools</b> – For new private in-ground swimming pools for single and multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool.	Ord. 315	\$75.50 per pool
<b>Temporary Power Source</b> – For a temporary service pole or pedestal including all pole or pedestal mounted receptacle outlets and appurtenances.	Ord. 315	\$46.25
<b>Temporary Power Source</b> – For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc.	Ord. 315	\$31.50

**Unit Fee Schedule**

<b>Receptacle, Switch and Light Outlets</b> – For receptacle, switch, light or other outlets at which current is used or controlled, except services, feeders and meters.	Ord. 315	\$1.75 each for first 20 fixtures \$1.15 each additional fixture
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**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

*Building Permit Fees Continued*

**Electrical Permit Fees**

Description	Reference	Amount
<b>Unit Fee Schedule</b>		
<b>Lighting Fixtures</b> – For lighting fixtures, sockets or other lamp-holding devices.  Pole, platform or theatrical type lighting fixtures	Ord. 315	\$1.75 each for first 20 fixtures \$1.15 each additional fixture \$1.75 each
<b>Residential Appliances</b> – For fixed residential appliances or receptacle outlets for same, including wall mounted electric ovens, counter mounted cooking tops, electric ranges, self-contained room, console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers or other motor operated appliances not exceeding one horsepower.	Ord. 315	\$6.25 each
<b>Non-Residential Appliances</b> – For non-residential appliances and self-contained factory wired, non-residential appliances not exceeding one horsepower, kilowatt (kW) or kilovolt-ampere (kVA) in rating including medical and dental devices, food, beverage and ice cream cabinets, illuminated show cases, drinking fountains, vending machines, laundry machines or other similar types of equipment.	Ord. 315	\$7.25 each
<b>Power Apparatus</b> – For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus.  <i>Fees based on rating in horsepower (hp), kilowatt (kW) or kilovolt-ampere (kVA) or kilovolt-amperes-reactive (kVAR).</i>  <i>Note: (1) For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. (2) These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.</i>	Ord. 315	\$6.25 Up to and including 1. \$16.00 1 to 9 \$26.25 10 to 49 \$63.00 50 to 99 \$95.50 Over 100
<b>Signs, Outline Lighting and Marquees</b> – For signs, outline lighting systems or marquees supplied from one branch circuit. For additional branch circuits within the same sign, outline lighting system or marquee.	Ord. 315	\$37.50 each  \$7.25 each
<b>Photovoltaic Systems</b> – For each private photovoltaic system	Ord. 315	\$95.50

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

***Building Permit Fees Continued***

**Electrical Permit Fees**

Description	Reference	Amount
<b>Unit Fee Schedule</b>		
<b>Services and Panel Boards</b> For services of 600 volts or less and not over 200 amperes For services of 600 volts or less and over 200 to 1000 amperes For services over 600 volts or over 1000 amperes For subpanels or panel-boards	Ord. 315	\$46.25 each \$94.25 each \$189.00 each \$24.00 each
<b>Miscellaneous Apparatus, Conduits and Conductors</b> – For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth.	Ord. 315	\$24.00
<b>Carnivals and Circuses</b> – Carnivals, circuses or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions. For electrical generators and electrically driven rides. For mechanically driven rides and walk-through attractions or displays having electric lighting. For a system of area and booth lighting.	Ord. 315	\$37.50 each \$11.25 each \$11.25 each
<b>Busways</b> – For trolley and plug-in-type busways, each 100 feet of fraction thereof.  <i>Note: An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.</i>	Ord. 315	\$11.25
<b>Other Inspections and Fees</b> – Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45
	Ord. 315	
<b>Mechanical Permit Fees</b>		
<b>Permit Issuance</b> – For the issuance of each mechanical permit.	Ord. 315	\$24.00
<b>Permit Issuance</b> – For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.	Ord. 315	\$8.50
<b>Unit Fee Schedule</b>		
<b>Appliance Vents</b> – For the installation, relocation or replacement of each appliance vent installed and not included in the appliance permit.	Ord. 315	\$9.25

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

***Building Permit Fees Continued***

**Mechanical Permit Fees**

Description	Reference	Amount
<b>Unit Fee Schedule</b>		
<b>Repairs or Additions</b> – For the repair of, alteration of or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including the installation of controls regulated by the Mechanical Code.	Ord. 315	\$18.50
<b>Furnaces</b> – For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h.	Ord. 315	\$18.75
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h.		\$24.25
For the installation or relocation of each floor furnace, including vent.		\$18.75
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.		\$18.75
<b>Air Handlers</b> – For each air-handling unit to and including 10,000 cubic feet per minute (cfm), including ducts attached thereto.	Ord. 315	\$13.50
For each air-handling unit over 10,000 cfm.		\$24.00
<i>Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>		
<b>Evaporative Coolers</b> – For each evaporative cooler other than portable type.	Ord. 315	\$13.50
<b>Ventilation and Exhaust</b> – For each ventilation fan connected to a single duct.	Ord. 315	\$9.25
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit.		\$13.50
For the installation of each hood which is served by mechanical exhaust, including the ducts for each hood.		\$13.50

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

***Building Permit Fees Continued***

**Mechanical Permit Fees**

Description	Reference	Amount
<b>Unit Fee Schedule</b>		
<b>Boilers, Compressors and Absorption Systems</b> – For the installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system to and including 100,000 Btu/h.	Ord. 315	\$18.75
For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h.		\$35.00
For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.		\$47.00
For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.		\$70.50
For the installation or relocations of each boiler or compressor over 50 horsepower or each absorption system over 1,750,000.		\$118.50
<b>Incinerators</b> – For the installation or relocation of each domestic-type incinerator.	Ord. 315	\$27.50
For the installation or relocation of each commercial or industrial-type incinerator.		\$113.00
<b>Miscellaneous</b> – For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table.	Ord. 315	\$13.50
<b>Other Inspection Fees</b> – Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

***Building Permit Fees Continued***

**Plumbing Permit Fees**

Description	Reference	Amount
<b>Permit Issuance</b> – For the issuance of each plumbing permit.	Ord. 315	\$24.00
<b>Permit Issuance</b> – For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.	Ord. 315	\$8.50
<b>Unit Fee Schedule</b>		
<b>Fixture and Vents</b> – For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection thereof).	Ord. 315	\$12.50
For repair or alteration of drainage or vent piping, each fixture.		\$6.25
<b>Sewers, Disposal Systems and Interceptors</b> – For each building sewer and each trailer park sewer.	Ord. 315	\$31.50
For each cesspool.		\$56.75
For each private sewage disposal system.		\$113.00
For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.		\$30.25
Rainwater systems, per drain (inside building).		\$15.00
<b>Water Piping and Water Heaters</b> – For installation, alteration or repair of water piping or water treating equipment or both.	Ord. 315	\$6.25 each
For each water heater, including vent.		\$16.25
<i>Note: For vents only, see Appliance Vents under Mechanical Permit Fees.</i>		
<b>Gas Piping Systems</b> – For gas piping system of one to five outlets.	Ord. 315	\$7.25 each
For additional outlets over five.		\$1.75 each
<b>Hydronic Heating Systems</b> – For each hydronic heating system, including floor, wall and baseboard systems.	Ord. 315	\$37.50

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

***Building Permit Fees Continued***

**Plumbing Permit Fees**

Description	Reference	Amount
<b>Lawn Sprinklers, Vacuum Breakers and Backflow Devices –</b> For each lawn sprinkler system on any one meter, including backflow protection devices.	Ord. 315	\$22.50
For atmospheric-type vacuum breakers or backflow protection devices not included above, one to five devices.		\$16.25 each
Over five devices.		\$3.50 each
For backflow prevention device other than atmospheric-type vacuum breakers, 2 inches and smaller.		\$16.25 each
For backflow prevention device other than atmospheric-type vacuum breakers, over 2 inches.		\$32.25 each
<b>Swimming Pool –</b> For each swimming pool or spa. Public Pool Public Spa Private Pool Private Spa	Ord. 315	\$138.75 \$92.50 \$92.50 \$46.00
<b>Miscellaneous –</b> For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in the table.	Ord. 315	\$13.50
<b>Other Inspection Fees –</b> Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45
<b>Grading Plan Review Fees</b>		
<b>Grading Plan Review Fees –</b> 65% of Grading Permit Fee	Ord. 315	
<b>Other Fees –</b> Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45

**CITY OF RIO DELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

*Building Permit Fees Continued*

**Grading Permit Fees**

Description	Reference	Amount
<b>50 cubic yards or less.</b>	Ord. 315	\$37.50
<b>51 to 100 cubic yards.</b>		\$56.25
<b>101 to 1000 cubic yards.</b>		
First 100 cubic yards.		\$56.25
For each additional 100 cubic yards.		\$26.25
<b>1,001 to 10,000 cubic yards.</b>		
First 1,000 cubic yards.		\$292.50
For each additional 1,000 cubic yards.		\$22.50
<b>10,001 to 100,000 cubic yards.</b>		
First 10,000 cubic yards.		\$495.00
For each additional 10,000 cubic yards.		\$100.25
<b>100,001 cubic yards or more.</b>		
First 100,000 cubic yards.		\$1397.75
For each additional 10,00 cubic yards		\$55.25
<b>Other Inspection Fees</b> – Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45
<b>Elevator Fees</b>		
<b>Passenger or Freight Elevator, Escalator, Moving Walk</b> Up to and including \$40,000.00 of valuation. For each \$1,000.00 or fraction thereof over \$40,000.00 of valuation.	Ord. 315	\$136.50 \$2.50
<b>Dumbwaiter or Private Residence Elevator</b> Up to and including \$10,000.00 of valuation. For each \$1,000.00 or fraction thereof over \$10,000.00 of valuation.		\$37.50 \$2.50
<b>Major Alterations</b> – Fees for major alterations shall be as set forth for Building Permit fees. Installation fees include charges for the first year's annual inspection fee and charges for the electrical equipment on the conveyance side of the disconnect switch.	Ord. 315	
<b>Elevator Annual Certificates of Inspection Fees</b> For each elevator. For each escalator or moving walk. For each commercial dumbwaiter. <i>Note: Each escalator or moving walk unit powered by one motor shall be considered as a separate escalator or moving walk.</i>	Ord. 315	\$63.25 \$37.50 \$25.50



**CITY OF RIO DELL  
POLICE DEPARTMENT**

Description	Reference	Amount
Citation Sign-Off	Res. 362	\$5.00
Emergency Response Related to DUI Activities	GC 53150	Actual Cost
Fingerprints as Applicable		
Parking Violation		
Report Copy	Res. 362	\$15.00
Vehicle Release	Res. 362	\$50.00
VIN Identification	Res. 362	\$10.00
<i>Resolution No. 362 was Amended by Motion Only by the City Council</i>		
<b>Animal Control</b>		
Dog License (Altered Dog)	Res. 1145	\$12.00
Dog License (Unaltered Dog)	Res. 1145	\$25.00
Replacement Dog License Tag	Res. 1145	\$6.00
Kennel License Fee	Res. 1145	\$74.00
Redemption/Impound Fee	Res. 1145	\$49.00
2 <sup>nd</sup> Redemption/Impound Fee within 3 Years	Res. 1145	\$73.00
3 <sup>rd</sup> Redemption/Impound Fee within 3 Years	Res. 1145	\$97.00
Redemption/Impound Fee (Unaltered Male)	Res. 1145	\$105.00
2 <sup>nd</sup> Redemption/Impound Fee (Unaltered Male)	Res. 1145	\$157.00
3 <sup>rd</sup> Redemption/Impound Fee (Unaltered Male)	Res. 1145	\$210.00
Redemption/Impound Fee (Unaltered Female)	Res. 1145	\$114.00
2 <sup>nd</sup> Redemption/Impound Fee (Unaltered Female)	Res. 1145	\$170.00
3 <sup>rd</sup> Redemption/Impound Fee (Unaltered Female)	Res. 1145	\$227.00
Quarantine at Rio Dell Facility (10 Days)	Res. 1145	\$243.00
Quarantine at Alternate Facility	Res. 1145	Actual Cost
Quarantine at Owner's Property	Res. 1145	\$121.00
Euthanasia Fee	Res. 1145	\$48.00
Dog/Cat Relinquish Fee	Res. 1145	\$24.00
Spay/Neuter Deposit for Adoption	Res. 1145	\$60.00
Animal Care Costs Per Day	Res. 1145	\$1.00

**RESOLUTION NO. 1289-2016**



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL APPROVING A  
MASTER FEE SCHEDULE INCLUDING CURRENT FEES AND RATES CHARGED BY THE  
CITY.**

**WHEREAS** staff has been contacted on a number of occasions regarding the availability of a Master Fee Schedule; and

**WHEREAS** the Master Fee Schedule contains staff's hourly burdened rates, Finance Department, Community Development Department, including Planning and Building, Police Department fees, Business License rates, Water and Sewer Service rates and various fines for traffic and other municipal code violations; and

**WHEREAS** the identified fees and rates in the Master Fee Schedule are all pre-existing fees and rates; and

**WHEREAS** there are no new or any increase in fees and/or rates included in the Master Fee Schedule; and

**WHEREAS** the Master Fee Schedule will be updated on an annual basis to reflect any changes.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Rio Dell approves the establishment of a Master Fee Schedule.

**I HEREBY CERTIFY** that the forgoing Resolution was APPROVED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on March 1, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayor Frank Wilson

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1289-2016 approved and adopted by the City Council of the City of Rio Dell on March 1, 2016.

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Karen Dunham, City Clerk, City of Rio Dell